

MEMORANDUM FOR: Chief, Support Staff

7 May 1953

SUBJECT : Weekly Activity Report

~~CONFIDENTIAL~~
ITEMS OF ADMINISTRATIVE INTEREST

General -

a. A planning session on [] was held on Tuesday, 5 May, and was attended by personnel of OTR and I&SO. The first briefing session for students has been scheduled for the afternoon of 7 May.

Security -

a. On Thursday, 30 April 1953, Mr. [] visited [] for the purpose of discussing various matters relating to administration and security. Discussions were held with Mr. [] was advised that in respect to security violations it was incumbent upon him to conduct a complete investigation, obtain statements from persons involved, and prepare a report of such matters to OTR via the [] It was emphasized that the report should contain [] conclusions and recommendations as to the administrative action that should be taken against the person or persons committing the violation.

Personnel -

a. Mr. [] Assistant Personnel Officer, [] is spending this week at Headquarters observing OTR personnel procedures, and developing a system for making personnel information on [] Training personnel available to supervisory and administrative personnel at the installation.

b. Preliminary arrangements were made with Classification to raise the grade of the Security Officer position to GS-13. The position description has been presented in draft to Mr. [] for approval. Discussions have been held with Messrs. [] concerning the possible assignment of Mr. [] to the Security Officer position. Mr. [] has expressed his desire to accept the position to Col. Edwards who will confirm the arrangements with D/TR.

Services and Supply -

[] Supply and Services Officer, [] completed quarters on 1 May 1953. Mr. [] received guiding new supply procedures at [] to conform [] there was mutual benefit from this visit in that many [] were settled, and a more effective liaison was established in the future.

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~
~~SECRET~~

25X1

Weekly Activity Report

CONFIDENTIAL

7 May 1953

c. Weekly report of utilization of [] facilities is attached.

25X1

Budget and Fiscal -

25X1

b. A schedule of expenditures for external training programs has been prepared and distributed within OTR.

c. An advance of \$750.00 was made to five project [] trainees to cover current tuition charges. A request for an additional amount to cover complete tuition costs is being prepared by NEA.

25X1

[]
Administrative Officer, OTR

25X1

Attachment:

1. [] Report

25X1

signed by Mr.
5/7/53

25X1

CONFIDENTIAL

25X1